

DRAFT

27 March 1968

STAT

MEMORANDUM FOR:

Special Assistant to the DDS

THROUGH : Chief, Support Services Staff

SUBJECT : Recommended Action relative to U. S. Government
Correspondence ~~Handbook~~ *manual*

1. The U. S. Government Correspondence ~~Handbook~~ *manual* was recently completed by the National Archives and Records Service. They sent us an advance copy on 22 March, *and stated they would provide us more at eighty cents each.* This government ~~Handbook~~ *will soon* *undoubtedly* *will appear soon* *show up* in various components of the Agency, and there will be many inquiries *about* its application in Agency *offices* ~~components~~ will initiate separate procurement actions for a few copies of this publication. The requisition paperwork will cost more than the ~~60-cent~~ *60-* *cent* publication *to be* purchased.

2. We have examined the Government Correspondence ~~Handbook~~ *manual* and find the first two chapters cannot be used in this Agency at present. Chapters 3 and 4 have limited application here because of our Security requirements. The remainder of the Manual ~~is made up of usage~~ *covers style practices, which our* ~~are normal grammar rules~~ *that* components may use ~~as is~~.

3. On 4 May 1967 Mr. Bannerman replied to the GSA coordination of an early draft of the subject ~~manual~~ *he* indicated the Agency would use portions of it, but we would have to prepare our own *handbook to meet* ~~to satisfy~~ correspondence requirements unique to the Agency.

(Manual or *manual*)

Pg. 23 3.5 GPO Style Manual)

We
4. It is recommended that the CIA Records Administration Officer be authorized to purchase 2,000 copies of this Manual (\$1200). This will eliminate the unnecessary cost of many separate requisitions. Prior to ^{any} Distribution of ~~this Manual~~, the following admonishment, ~~printed on labels~~, will be ^{placed} on the cover of each

Manual:

ADMINISTRATIVE - INTERNAL USE ONLY

Chapters 1 and 2 in Part I of this manual on Government correspondence are not yet applicable in this Agency. The special requirements of Agency correspondence procedures are set forth in [] and its revisions will include those sections from these first two chapters that can be incorporated in Agency procedures.

Chapters 3 and 4 of Part I have limited application here because of the established Security procedures which must take precedence to the instructions in these two generalized chapters.

~~Agency personnel will find all seven chapters of Part II and Chapter 5 of Part I extremely beneficial and their use is recommended.~~
are recommended for the use of Agency personnel.
Records Administration Officer

5. The Agency Correspondence Handbook [] will be revised to eliminate ^{the} material covered in the Government Manual, to update the remainder, and ^{to} submit ^{the proposed Handbook} to Regulations Control Branch for publication. The eliminated portions will be a considerable saving in Agency printing costs. You have the latest draft of the proposed revised Agency Correspondence Handbook which I sent to you on 6 Feb 1968. Please return it ^{when you have finished your review and let me have} with your recommendations on the foregoing proposals.

Chief

Records Administration Branch

*I don't think
anybody
has the
first
para?*

*Vince, STAT
Is this
really
true?
We
can
find
only
12 pages
STAT
STAT
which
would
be
eliminated.*